



CHARTERED ACCOUNTANTS
ΕΓΚΕΚΡΙΜΕΝΟΙ ΛΟΓΙΣΤΕΣ

A & C CHRISTOFI LTD

COMPANY PROFILE

Our Services Include

- Accounting and Payroll Services
- Audit and Assurance Services
- Taxation and VAT Services
- Business Advisory and Consulting
- Information Systems
- Corporate and Administrative Services
- Property Management Services

[Company Summary]

A & C CHRISTOFI LTD is a fast growing company based in Limassol, Cyprus, offering professional services, including amongst others, accounting, auditing, taxation and advisory. We are renowned for the positive and practical way we work. Our professional approach and wide-ranging expertise help clients achieve their objectives across many sectors, both public and private. The industry sectors, from which our clients originate, include:

- Banking & Capital Markets
- Construction & Engineering
- Energy, Utilities & Mining
- Entertainment, Media, Communications & Technology
- Funds
- Travel, Hotel & Leisure
- Insurance
- Investment Management
- Government & Public Sector
- Real Estate

Our commitment to excellence and clarity is revealed in our understanding of clients' objectives, our capacity to shed light on complex accounting and financial issues and the straightforward, unequivocal nature of our advice. Our culture is open; our people practical and engaging; our fees highly competitive.

Our clientele consists of businesses of various sizes which operate in various fields of industry. Our main objective is to build a long-term relationship with our clients and to help them focus on their core activities through our high quality and professional services that we offer to them.

[About Us]

A & C CHRISTOFI LTD is a fast growing professional services company based in Limassol, Cyprus. The company is a member of the Institute of Certified Public Accountants in Cyprus (ICPAC), holding the relevant practicing certificate of auditing in Cyprus. We offer a variety of professional services to our clients and we adapt to their requirements and needs. We become part of your business. Our main Concern is your Business always.

Our knowledgeable, experienced and professional people are working for you and their objective is to achieve the best for you. Through our close relationship and the high quality services offered, your objectives, strategy, mission and vision are achieved.



OUR VISION

To become one of the leading professional organizations in Cyprus

OUR MISSION

To offer high quality professional services and to become part of your business

[Directors of the Company]

APOSTOLOS CHRISTOFI has been trained and qualified as a Chartered Certified Accountant with one of the big international accounting firms, and holds the professional title of Fellow Chartered Certified Accountant (FCCA). He is also a member of the Institute of Certified Public Accountants of Cyprus (ICPAC). He holds a B.A in Accounting and Finance with Computing from the University of Kent, England. His long experience is focused on audit and assurance for clients in various industries and has extensive knowledge of local Income Tax and VAT legislation. Before the establishment of the A & C CHRISTOFI LTD, he worked as a financial controller/chief accountant in one of the companies of the largest Cypriot groups.

CHRISTOFOROS CHRISTOFI has been trained and qualified as a Chartered Accountant with one of the “Big Four” firms, and is a member of the Institute of Chartered Accountants in England & Wales (ICAEW), Institute of Certified Public Accountants of Cyprus (ICPAC) and Cyprus Computing Society (CCS). He holds a B.Sc in Computer and Business Studies from the University of Warwick, England and an M.Sc in Advanced Computer Science with ICT Management from the University of Manchester, England. His long experience is focused on audit and assurance for clients in various industries and has extensive knowledge of local Income Tax and VAT legislation.

[Corporate Governance]

A clearly structured and fully implemented corporate governance system is our highest priority and is the basis for all our decision-making and control processes. With our strong system in place we can fulfil our goals and objectives in a manner that adds to the value of the company and is also beneficial for all stakeholders (board of directors, management, shareholders to customers, employees and society) in the long term. Our effective and transparent corporate governance provides the guidelines as to how the company can be directed or controlled. This grows the confidence of our domestic and international investors, the financial markets, our customers and other business partners, employees and the public in the company.

[Corporate Social Responsibility]

A & C CHRISTOFI LTD's commitment to corporate social responsibility (CSR) is a strategic part of doing business. Our CSR efforts guide how we operate in a socially, economically, financially and environmentally responsible way in order to deliver for all our stakeholders including, employees, community, environment, the government and customers.

- **Responsibility to Employees**

'Looking after our workforce is our voluntary duty. After all it is our biggest and most important asset. We are obliged to provide a healthy and safe environment for the employee even though in the short run it might involve a greater cost'.

- **Responsibility to the Community**

'The whole sense of responsibility towards the community will become limited if it is treated as philanthropic activities such as making donations or sponsoring events. We feel today society expects more from a business. A business could be involved directly with a responsible community care program. We are trying to include primary education, health and hygiene, and various relief programs in Cyprus'.

- **Responsibility to the Natural Environment**

'We are aware of our responsibilities to keep our earth clean. We care greatly about protecting and sustaining a pollution free environment. We use technology that is pollution-free and comply with all environmental standards set by the regulatory bodies'.

- **Responsibility to the Government**

'It is our prime duty and responsibility to pay taxes and contribute exactly as the regulation allows and permits. We need to consider that if we contribute money properly to the government fund, then the government can use it properly for development purposes and this could bring social welfare'.

- **Responsibility to Customers**

'We value our customers as they are those to whom we offer our services and providing them the best quality of services is our prime responsibility'.

[Services]

A & C CHRISTOFI LTD, a professional services company, through its knowledge, experience and people offers to its clients, both local and international, a broad range of fully integrated and high quality services since "Your Business is Our Concern".

Our services include:

- **Accounting and Payroll services**
- **Audit and Assurance**
- **Taxation and VAT services**
- **Business Advisory and Consulting**
- **Information Systems**
- **Corporate and Administrative services**
- **Property Management services**



[Services]

[Accounting And Payroll Services]

Our objective is to leave you deal with the management and the day to day operations of your business. The accounting services offer to you will help you keep track of the performance and position of your business on a daily basis.



Our Accounting and Payroll services include the following:

- Maintenance of proper books and records by using computerised accounting systems
- Preparation and submission of VAT returns
- Preparation of the 'Statement of Emoluments and Contributions' and submission to the Social Insurance Department
- Preparation and submission of P.A.Y.E. returns
- Payments of taxes
- Preparation of various reports for management purposes such as budgets, cash flow forecasts along with variance reports against actual results
- Preparation of debtors and creditors statements and ageing analysis
- Monthly bank reconciliations
- Monthly creditors reconciliations
- Payroll services
- Preparation of financial statements and consolidated financial statements in accordance with International Financial Reporting Standards (IFRSs)
- Unaudited accounts preparation for banks
- Computerization of accounting departments
- Training in the use of computers, accounting packages and other techniques
- Advice on accounting systems selection

[Services]

[Audit And Assurance]

Our aim is to help you improve your financial reporting and provide you with the assurance that your financial and management systems that are in place are operating effectively and efficiently. Any problems that will be identified will be reported to you together with recommendations how your systems can be improved. This will improve your business performance. We will stand by your side on any decisions taken.



Our audit strategy is tailored to suit the size and nature of your business. Our industry knowledge and experience is a plus for the audit of your business. Our understanding of the Cyprus regulation and legislation and International Financial Reporting Standards (IFRSs) can also help you with complex financial reporting of your business.

Our Audit and Assurance services include the following:

- Statutory audit of Financial Statements
- Assistance with the preparation of financial statements and consolidated financial statements in accordance with International Financial Reporting Standards (IFRSs)
- Internal control reviews and design
- Internal audit
- Special Audit and Due Diligence Reports
- Listing on the Cyprus Stock exchange

[Services]

[Taxation And VAT Services]

Our Tax and VAT services aim to help our clients, both companies and individuals, identify key tax planning opportunities, develop their tax strategies and to minimize their tax liabilities and obligations. We keep track of the changes in Tax and VAT legislation in order to be aware of any Tax and VAT opportunities for our clients.



Our Taxation and VAT services include the following:

- Tax planning services for companies and individuals
- Preparation and submission of Tax Returns for companies and individuals
- Preparation and submission of Capital Statements
- Advice for Double Tax Avoidance
- Negotiation of Tax Cases with the Tax Authorities
- Request for Tax Clearance Certificates
- Payment of Taxes
- Capital gains tax services
- International tax planning
- Social insurance contribution services
- Preparation and filing VAT returns
- Help with the compliance with VAT regulations
- International VAT planning

[Services]

[Business Advisory And Consulting]

At A & C CHRISTOFI LTD “Your Business is Our Concern”. In our era, we live in a rapidly changing and very competitive business environment and if you do not manage to adapt to these changes then you have lost the game. Our aim is to help you keep being part of this game, feel secure and to manage to grow and win the game.



Our Business Advisory and Consulting services include the following:

- Mergers and acquisitions
- Restructuring of companies
- Company valuations
- Investigations
- Feasibility studies and business plans
- Qualitative and quantitative research
- Investment appraisals
- Review of internal audit systems
- Receiverships and Liquidations
- Due diligence reports
- Listing on the Cyprus Stock exchange
- Computerization of accounting department
- Advice on accounting systems selection
- Human resource services and management
- Management consulting
- Business recovery and monitoring the compliance of the strategic plan
- Forensic and Dispute Services
- Grants & Incentives

[Services]

[Information Systems]

Strategic Information Management (SIM) is IS/IT strategies which significantly improve information use and context in order to enhance performance and coordinate activities across functional and business unit lines, as well as the interactions with external entities, in pursuit of competitive advantage. Information Technology is bringing about a “paradigm shift” in the way we think about problems, markets, the economy, and social interactions. Information has become the fourth strategic resource for organizations (capital, labor, equipment) in this information society.



Organizations that manipulate and use IT as a part of their long-term thinking are achieving, maintaining competitive advantage in this global marketplace. Computer is just one component of an IS and it along with other related technologies has allowed us to obtain or collect data, process data, and deliver information (reports) more rapidly and reliably. We live in an era of constant change and, therefore, must prepare ourselves to cope with it.

Our Information Systems services include the following:

- IT Audit
- Preparation of user requirement specifications and feasibility studies
- Defining computer hardware and software requirements
- Business process redesign and reengineering
- Systems analysis, evaluation and design
- Information systems strategies
- Computerization of accounting departments
- Training in the use of computers, accounting packages and other techniques

[Services]

[Corporate And Administrative Services]

Our Corporate and Administrative services aim to save you some time from the administrative work that needs to be carried out and so have more time to deal with the management and future of your business.



Our Corporate and Administrative services include the following:

- Preparation and filing of Annual Returns and other records
- Maintaining Shareholders Registry
- Secretarial Services on an annual basis
- Services regarding the filing of corporate changes to the Registrar of Companies Department and issue of certificates
- Formation of companies and other forms of businesses
- Services relating to the registration of trade names and logos
- Preparation of minutes in relation to the meetings held by the Board of Directors and Shareholders
- Opening and operating bank accounts
- Provision of bank signatories and processing bank instruction
- Arranging for any bank related issues such as the issue of bank credit cards, bank transfers etc.
- Carrying out negotiations on behalf of our clients
- Applying for and obtaining various kinds of licenses from Government Authorities
- Assistance for the registration of an International Trust
- Assistance for the registration of a Shipping Company (Ship owning and ship management Co)
- Assistance for the registration of any vessel (ship, yacht, etc.) under Cyprus flag
- Migration services / Residence permits
- Re-domiciliation of companies.

In addition to the above services our Firm is able to provide Offshore Company Incorporation and any of the above services in more than 25 jurisdictions world-wide.

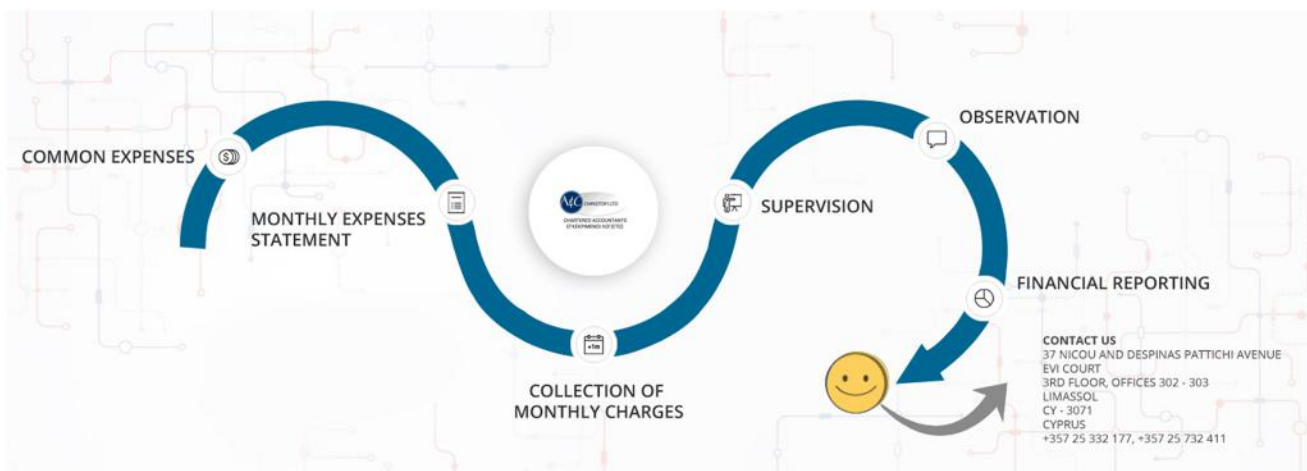
For more information on any of the jurisdictions we provide Corporate Services, please send us an email on info@ac-accountants.com for any of the countries listed below:

Abu Dhabi, Gibraltar, Portugal, Bahamas, Guernsey, Samoa Islands, Bahrain, Hong Kong, Seychelles
British Virgin Islands, Isle of Man, China, South Africa, Singapore, Curacao, Malta, Switzerland
Cyprus, Mauritius, Turks & Caicos Islands, Denmark, Netherlands, United Kingdom, Dubai, Belize,
Cayman Islands

[Services]

[Property Management Services]

A&C Christofi Ltd offers an excellent service to manage the properties in Cyprus (Single or Multiple property). Our objective is to provide you a complete comprehensive service to manage your properties expenses. We offer to keep track of the performance and position of your properties on Monthly/Yearly basis.



We offer a wide range of services in Cyprus include the following:

- Common Expense management
- Statement of monthly expenses
- Collection of monthly common charges from owners / tenants
- Supervision of cleaning, repairs and maintenance of common areas
- Observing relevant regulations regarding the obligations of tenants and the administrative committee (6 (I) of 1993)
- Transparent bookkeeping for the building and residents' right to inspection of the books at any time
- Presentation of finances to the tenants at the Annual General Meeting of the building
- Professional management and handling of all delicate matters and independent implementation of committee decisions, reducing unnecessary friction between residents.

[Contact Us]

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